

CERTIFIED CENTER SITE VISIT CHECKLIST

Center Name:		CIWMB ID:
Street Address:		Date: / /
City/Zip:		
Visiting Representative Name: Grantee and/or Jurisdiction: Contractor name (if applicable):		Employee Name:
Center Type: Oil Change Only <input type="checkbox"/> Auto Repair <input type="checkbox"/> Auto Parts Only <input type="checkbox"/> Auto Parts w/ Service <input type="checkbox"/> Gas Station <input type="checkbox"/> Specialty (Muffler, Tire, Brake, Tune-up, etc.) <input type="checkbox"/> Other <input type="checkbox"/> _____		
<i>Center Requirements</i>		
	Yes	No
1. Is the Certified Center sign posted so it is visible from the street?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the center employee claim to accept uncontaminated used oil from everyone that brings in used oil for recycling? (If number 2 is No then question 3 must be No.)	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the center employee claim to offer the recycling incentive or approved coupon to everyone that brings in used oil for recycling?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are written procedures for preventing the acceptance of contaminated used oil available on-site?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is a list of local government facilities or businesses that will accept contaminated used oil available on-site?	<input type="checkbox"/>	<input type="checkbox"/>
6. Has this center operator, corporate office, or local government advertised that the center accepts used oil from the public within the last six months? (If number 6 is No then question 7 must be No.)	<input type="checkbox"/>	<input type="checkbox"/>
7. Did the advertisement include the center's name and address, and a statement indicating that the center offers the recycling incentive?	<input type="checkbox"/>	<input type="checkbox"/>
8. Overall, does the center employee seem to understand program requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		
Follow-up:		

Certified Center Site Visit Checklist Goals and Instructions

GOALS: The goals of the certified center site visits are to:

Ensure quality service to the public by reminding and updating center operators and staff about their responsibilities; Provide outreach and assistance to center operators; Provide the opportunity for local government staff to learn the needs, concerns, and issues of enter operators and staff; Develop opportunities for local governments to promote centers and for centers to participate in local program efforts; and Alert the CIWMB of certified centers having difficulty meeting certification requirements.

INSTRUCTIONS:

Center Name: The actual name of the business as seen by the public.

CIWMB ID: The actual ID number given of the certified center. If not known, please locate it at our website.
<http://www.ciwmb.ca.gov/UsedOil/CrtCntrs.asp>

Street Address: Location of business must not be a P.O. Box.

Date: Day the center was visited.

City/Zip Code: Actual city and zip code of center.

Visiting Representative Name: Name of person conducting the site visit, and name of county or city of the grantee. If contractor conducts site visit please list both the name of contractor, company name, and name of the grantee.

Employee Name: The name of the person answering site visit questions.

Center Type: Identify type of business being operated.

Center Requirements: Answer Yes or No

Comments: Indicate outstanding problems, such as, the need for signs, written procedures to prevent accepting contaminated oil, list of places that accept contaminated oil, and/or other requirements not met by the center.

Follow-up: What was done to address the center needs and/or deficiencies.

Call Board staff at (916) 341-6457 or FAX (916) 341-6467 if:

The operator or location of the center has changed; the operator is no longer interested in being certified; the center or business has closed; the center is temporarily unable to accept used oil (remodeling); a pattern of turning away the public is suspected; the operator is reluctant or unable to meet the center requirements; and any other issues you wish to notify Board staff.

Procedure Instructions

Site visits should be conducted in a relaxed manner rather than a formal inspection. Contact the center operator or manager prior to the visit. Explain purpose of the visit to the manager or operator. Go over the checklist questions with the manager or operator. Provide any necessary materials based on their response to the checklist and review with them. Explain your local program efforts and discuss ideas for collaboration. Ask for input or comments on the program.